



Ali Umer Raja

Remittance Officer / Teller

Nationality: Pakistani

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Visa Status: Visit Visa (Till 12 Jan, 24)

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ACADEMIC CREDENTIAL AND TRAINING

BSBA (Business Administration)*
Virtual University [Nov, 2022 - Current]

Address: Lahore (Pakistan)

Intermediate in Computer Science (ICS) / HSSC
BISE Lahore [2008]

Address: Lahore (Pakistan)

WEB DESIGNING WITH PHP
PUCIT [2013]

WEB AND GRAPHIC DESIGNING
PUCIT [2008]

DIGITAL SKILLS

MS. Office / MS. Word / MS. Excel with good knowledge of formula / MS. PowerPoint / WordPress, SEO, Analytics / Treasury Finance Management / Cash Flow management / Logistics Documentation and Coordination, Accounting, Administration.

PROFESSIONAL EXPERIENCE

1. Sr. Manager (Treasury Operations)

Link International Exchange Co. Pvt. Ltd. [June, 2017 – Nov, 2023]

2. Officer (Treasury Operations)

Wall Street Exchange Co. (Pvt.) Ltd [Jan, 2016 – May, 2017]

City: Lahore **Country:** Pakistan

Department: Treasury Operations. - **Business / Sector:** Financial Institution.

- Supervise export team activities (documentation, currencies settlement, custom clearance, and central bank checks) and coordinate with counterparty for the disposal of foreign currencies.
- Manages funds against export to local banks for efficient utilization.
- Fix currencies against export with foreign parties (i.e. **Universal Exchange Dubai, Lulu Exchange Dubai, Wallstreet Exchange Dubai, Reems Exchange Dubai and BFC Bahrain**)
- Forecast daily cash requirements of branches and execute daily financing decisions.
- Prepare checks, IBFTs and RTGS according to banking requirements.
- Manage relationships with Banks, Money Changers.
- Executed currency trades and evaluated market opportunities and risks.
- Stayed up to date with current market trends.
- Review trades on a consistent basis and oversees currency rates.
- Keep record of interbank payable, Inward remittance channel receivable (WU, RIA and MoneyGram), export currencies cutting and tom/spot deals.
- Arrange currency deals (EUR/GBP/AUD/AED) with Bank Treasury for execution of Telegraphic Transfers (TT).
- Perform day-end closing of main branch, tally foreign currencies and Cash with funds.

Human Resources Officer

Wall Street Exchange Co. (Pvt.) Ltd [Jan, 2014 – Dec, 2015]

- Assist with recruitment process with HR Manager.
- Setup interviews and issue relevant correspondence.
- Prepare offer letters, appointment letters, confirmation letters and promotion letters.
- Ensure that the relevant HR database is up to date, accurate, and complies with legislation
- Prepare salaries on month end and maintain payroll software.
- Post salaries, advances and loan account entries in companies software.

IT Officer

Wall Street Exchange Co. (Pvt.) Ltd [Sep, 2011 – Dec, 2013]

- Identifies diagnosis and resolves problems for users of P.C. software and hardware, Local network, Internet in a call center environment.
- Delivers, tags, set up, and assist in the configuration of end-user PC desktop hardware, software, and peripherals.
- Diagnoses and resolves end-user network or local printer problems, PC hardware problems, e-mail, Internet, problems.
- Coordinates timely repair of computer equipment covered by third-party vendor maintenance agreements.
- Helps install LAN network cabling systems and equipment Network cards, Routers, Switches.

Logistics Coordinator.

Overseas Logistics [Dec, 2010 – July, 2011]

City: Lahore **Country:** Pakistan

- Working with Business Support & operational Unit.
- Receiving calls/Handling customer Complaints and queries.
- Arrange Flight Documents, Airway Bill, and cargo Manifest.
- Ensured that all the goods details are processed and authorized and approvals are sent to the concerning Manager at the proper time.
- Updating the goods and account records on a daily weekly and monthly basis.
- Reconcile the Bank Account and Office Account daily, weekly, and monthly.